

JOB DESCRIPTION
URBAN ENVIRONMENTAL DEPARTMENT
PART-TIME LANDSCAPER/GREENSKEEPER

1. JOB TITLE: PART-TIME SEASONAL LANDSCAPER/GREENSKEEPER

- 2. DEFINITION:** This is an unskilled to semi-skilled part-time position. The employee will perform work required for the care, maintenance and development of the lawns, landscape beds, street trees, park trees, irrigation systems, and general grounds of City owned property. The employee will perform other related work as required, some of which will be mechanical. The employee will work under the administrative direction of the Urban Environmental Director/City Horticulturist and the City Arborist. All employees are responsible to the City Manager. This position is classified as Non-Exempt for the purpose of the Fair Labor Standards Act, as having a possible occupational exposure to bloodborne pathogens, and as Safety-Sensitive; the employee is subject to pre-employment, reasonable suspicion, post-accident, random, promotion and transfer, return-to-duty, and follow-up drug and alcohol testing. The employee is subject to a pre-employment physical examination with a written statement from the physician as to the employee's ability to meet the physical strength and dexterity requirements of the position.

3. EQUIPMENT/JOB LOCATION:

- a. The employee will operate and perform light-duty maintenance on vehicles, tractors, riding mowers, walkbehind mowers, push mowers, backhoes, skid loaders, weed eaters, edgers, chain saws, back-pack blowers, sprayers, snow blowers, hand saws, rakes, shovels, hedge trimmers and other small tools. The employee may occasionally be required to drive a dump truck.
- b. Work is performed outdoors within the Murfreesboro City limits, and some tasks may be required to be performed regardless of weather conditions. The employee will be exposed to loud noise, machinery with moving parts, dirt, dust, debris, tobacco smoke, chemicals, and foul odors. Work is characterized by the necessity for considerable physical exertion, close daily contact with unpleasant materials, and working outdoors occasionally under adverse weather conditions. All City buildings and vehicles are smoke-free.

4. ESSENTIAL FUNCTIONS OF THE JOB:

- a. Cuts grass with power equipment or hand tools.
- b. Loads and unloads dirt, gravel, sand, mulch, and debris.
- c. Cleans, maintains, and services equipment, and make minor equipment repairs.
- d. Performs heavy manual labor for extended periods under all weather conditions, frequently lifting objects weighing 100 pounds.
- e. Climbs to heights of at least 15 feet.
- f. Performs duties while standing, walking, bending, sitting, climbing or using ladders.
- g. Picks up trash on City-owned property, in maintenance buildings, in parking garages and other related areas.
- h. Make judgments related to the job and job tasks while working.

- i. Operates various hand tools, including but not limited to, shovel, sledge hammer, chain saw, weed eater, rakes, pitch fork, ax, maul, backpack blower, backpack sprayer, hedge trimmer and tiller.
- j. Must be able to perform job duties as described on essential functions addendum.

5. ADDITIONAL EXAMPLES OF WORK PERFORMED:

- a. Performs other duties and special projects as assigned.

6. REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- a. Must be at least 18 years of age.
- b. Must possess a high school diploma or GED.
- c. Must possess a driver's license valid in the State of Tennessee with the ability to safely operate a motor vehicle.
- d. Must have legal authorization to work in the United States of America.
- e. Must pass a drug/alcohol screen upon offer of employment.
- f. Must be semi-skilled in mechanics.
- g. Knowledge of and/or the ability to learn about the care and proper use of tools and equipment used in the development and maintenance of lawns, landscape beds, trees, hardscape areas, and general grounds owned by the City.
- h. Ability to quickly learn proper methods of maintenance, care, and installation of landscape beds, lawns, trees, irrigation systems and general grounds of the City.
- i. Knowledge of and/or the ability to learn about turf diseases, plant diseases, insects, chemicals, and the proper methods used to control such undesirable elements.
- j. Must have the ability to distinguish between different cleaning materials, fungicides, herbicides, insecticides, with the ability to read and understand label information.
- k. Must have the ability to safely and correctly pull or back a trailer.
- l. Must have the ability to drive and operate a tank truck for the purpose of watering lawns, landscape beds, trees, and general grounds of the City.
- m. Must have the knowledge of and/or the ability to learn occupational hazards and safety precautions.
- n. Must be able to report for work on time and to perform the duties of the job for an entire workday.
- o. Must have the ability to work flexible hours with some weekend and holiday work required.
- p. Must have the ability to perform frequent overtime work, which may involve late night or early morning hours.
- q. Must have sufficient physical strength and ability to independently and repeatedly lift, move and carry objects weighing up to 100 pounds and to repeatedly lift, move and carry objects weighing more than 100 pounds with assistance.
- r. Must have the ability to establish and maintain an effective working relationship with other employees and the public.
- s. Must be able to pass physical abilities test/post offer screen for employment.
- t. Must be able to pass skills test/post offer screen for employment.

Safety Sensitive
Non-Exempt
April 27, 2004

ESSENTIAL FUNCTIONS ADDENDUM
URBAN ENVIRONMENTAL DEPARTMENT

PART-TIME SEASONAL LANDSCAPER/GREENSKEEPER

Employees in this area work 5 days a week, 8 hours a day with a 30 minute lunch break. A part-time seasonal landscaper/greenskeeper is an unskilled to semi-skilled position requiring heavy manual labor in the care, maintenance, and development of the lawns, landscape beds, street trees, park trees, irrigation systems, and general grounds of city owned property. Work is performed outdoors while exposed to dampness, fumes, odors, dust, dirt, rain, sleet, snow, heat, chemicals, foul odors, machinery with moving parts, and loud noise. The employee will operate and perform light duty maintenance on vehicles, tractors, riding mowers, walkbehind mowers, push mowers, backhoes, skid loaders, weed eaters, edgers, hedge trimmers, chain saws, back-pack blowers, sprayers, snow blowers, hand saws, rakes, shovels, and other small tools. Work is characterized by the necessity for considerable physical exertion during periods of extreme weather conditions.

Physical Demands

Rarely – suggests the employee is required to perform tasks less than 8 repetitions per hour, or less than 33% of the day.

Occasional – suggests the employee is required to perform tasks 8-15 repetitions per hour, or 33% of the day.

Frequent – suggests the employee is required to perform tasks 16-32 repetitions per hour, or 34-65% of the workday.

Constant – suggests the employee is required to perform tasks 33 or more repetitions per hour, or 66% or higher of a workday.

<u>Lift</u>	<u>Rarely</u>	<u>Occasional</u>	<u>Frequent</u>	<u>Constant</u>
<20#				X
20-50#			X	
50-75#			X	
75-100#		X		

>100# X

Push/Pull

<50#			X
50-100#		X	
100-150#	X		
>150#	X		

Depending on the job duties assigned for the day the employees may be performing lifting and pulling on a more or less frequent basis. However, job duties may change throughout the week depending on the needs of the urban environmental department.

Bending/Squatting/Twisting – Required constantly when shoveling different material, and performing landscaping duties (planting, weeding, and moving logs and brush). Required occasionally to frequently when using saws, weed eaters, blowers, mowers, etc.

Pushing/Pulling – Required constantly while working on jobs for landscaping (i.e. weeding, using a mulch fork, rake, tiller, and push mowers), and when cutting down trees. Required occasionally for other jobs while moving heavy equipment.

Lifting/Carrying – Is required constantly in carrying a weed eater, shoveling of materials, using a chain saw, and picking up debris. Also required occasionally lifting bags of seed, fertilizer, pressure sprayers, blowers, and limbs.

The following items were weighed and can be lifted, carried, pushed, pulled or manipulated in a fashion using all 4 components:

<u>Item</u>	<u>Weight</u>
Limb/branch	64#
	41#
	71#
Bags of fertilizer	80#
	50#
Bags of seed	50#
Backpack sprayer (full with 4 gallons)	60#
Backpack blower	38#
Various saws	22#
	40#
	38#
Weedeater	13#
	18#
Stump grinder	170#
Chipper	400#
(lifted by 4 people)	

Employees are able to get help with lifting heavy objects, but must be able to lift up to 100#.

Standing/Walking – Can be required constantly throughout the day depending on the job.

Sitting – Can be required constantly throughout the day depending on the job.

Reaching – Is required constantly using landscaping equipment, shoveling, using a mulch fork, tilling, and reaching for branches and limbs.

Manual dexterity/Gripping – Performed constantly

Fine Motor Control – Can be performed constantly when using small hand tools.

Climbing – Required occasionally when helping to cut down trees.

Overhead activity – Performed occasionally when helping to cut down trees.

Driving – Can be performed constantly depending on the job for the day. Includes driving a truck, bobcat, mowers, toro workman, and a mad vac.

Tools handled:

Shovel
Sledge hammers
Stump grinders
Hammer
Wrenches
Maul
Weedeater
Ax
Chain saw
Sharpening tools

Work Conditions

Exposed to:

Hot temperatures
Cold temperatures
Sudden changes in temperatures
Noise
Slippery surfaces
Rain
Snow
Dust/Dirt

Fumes

Need physical ability for:

Squatting

Bending/Crouching

Stooping

Hand gripping

Fine motor control

Twisting

Hand/Eye coordination

Pushing/Pulling

Lifting/Carrying

Reaching

Overhead activity

Climbing

Driving

Foot control

Addendum

April 26, 2004